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# PROTOCOLS For the control and containment of SARS-CoV-2

## UPDATE

approved by the Rector's Decree  
rep. no. 2359/2020 of July 14, 2020

modified by the Rector's Decree  
rep. no. 3225/2021 on September 14, 2021


This document replaces the former version

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# Protocols for the control and containment of the SARS-CoV-2

modified by Rector's Decree rep. no.  
3225/2021 on September 14, 2021

## Introduction

This document is an update to the Protocols for the control and containment of SARS-CoV-2, approved on April 29, 2020. This update takes into account the provisions specifically stated for the University in the DL of August 6, 2021 no.111 and the DL of September 10, 2021 no. 122.

Updated procedures provided are in accordance with national and regional regulations. University's facilities must follow them to preserve the health of employees and to contain the risk of SARS-CoV-2 infection in compliance with the principles of precaution, proportionality, and fairness through the health and safety of the working environment and work methods.

Note that the primary and most effective safety measure is the continuous and careful practice of responsible personal behaviour, as describe below:

- individual compliance with hygiene rules and recommendations related to social distancing;
- correct use of personal protective equipment (PPE);
- maintaining a clean and hygienic work environment (including personal activities).

The base of the following Protocols come from the considerations and methods specified by the National Institute for Insurance Against Workplace Accidents (INAIL) as is stated in the "Technical Document on possible modifications of measures to prevent and contain the spread of SARS-CoV-2 in the workplace (Documento tecnico sulla possibile rimodulazione delle misure di contenimento del contagio da SARS-CoV-2 nei luoghi di lavoro e strategia di prevenzione)."

Basic procedures have been implemented by each University building as part of the actions provided for in this Protocol. Ad hoc regulation are defined in greater detail as application methods related to specific logistical and organizational characteristics of each building are specified. Such procedures are available at

[www.unipd.it/rimodulazione-misure-contenimento-contagio](http://www.unipd.it/rimodulazione-misure-contenimento-contagio).

The provisions described herein apply to anyone who has access to University buildings, including employees of third parties whose workplace and/or activity is at the University. Specific conditions are in place for students to access classrooms and educational laboratories. Personnel affiliated with the Regional Health Service, should follow the provisions established by local Health Departments and the appropriate operating units of reference.

# General Measures

## Access to University facilities

In order to protect public health and maintain adequate safety conditions, provision for in person activities of essential education services, as of September 1, 2021, all staff working at the university as well as all university students must have and are required to show a valid COVID-19 Green Certificate.

Those who must adhere to such provisions under essential education services include all staff working at the University, regardless of the work regime. This includes the teaching staff (full professors, researchers, and contract professors), technical and administrative staff, CEL, agricultural workers, and research institution staff holding agreements with the university. Additionally, this includes those who carry out activities on a permanent basis within the University (coordinated and continuous collaborators, students 200 hours, civil service volunteers, doctoral students, postgraduate students, postdocs, fellows, contract workers, visiting professors, staff of external companies who carry out their duties at universities).

University students are understood to be those enrolled in any training activity provided by the University, including students enrolled in undergraduate degree courses, post-graduate degree courses, students of incoming international exchange programs, Master's degree students, specialisations degree students, and student under taking teacher training programs.

The above prescriptions do not include subjects exempt from the vaccination campaign based on a valid medical certificate, "Certifications of exemption for vaccination against Covid19," issued according to the criteria defined in the circular of the Italian Ministry of Health dated August 4, 2021.

All those who wish to access to University buildings must wear a mask and must print and submit the required self-certification form.

**University staff** can access the self-certification form on the dedicated section of the University website using their SSO credentials, personnel without access to SSO credentials must print and complete form before accessing University buildings (see [Attachment A](#)).

**Students** can access the self-certification form through the computerized registration procedure at the University or within the "Uniweb" platform.

**Visitors and suppliers** are not required to complete a self-certification form, but they are obligated to possess and show valid COVID-19 Green Certificate or a Certification of exemption for vaccination against Covid19 issued according to the criteria defined in the circular of the Italian Ministry of Health.



Suppliers can access University buildings (see Att. B) by following the procedures declared under Protocol no. 200602 of April 29, 2020. Those entering University buildings to conduct manual work and maintenance must comply with the Prime Minister's Decree (DPCM) dated October 24, 2020 (see Att. 13).

The verification of Green Certifications by the University are carried out in accordance with the provisions confirmed in the Rector's Decree.

To minimize the number of persons inside buildings and to ensure that reception services are able to carry out activities for the public, each building must provide direct access from outside the building.

Please respect the following measures:

- those with respiratory symptoms or body temperature above 37.5 ° will not be able to access or remain on University premises ;
- access to university spaces is precluded to those who have been in contact with subjects testing positive for SARS-CoV-2 in compliance with the quarantine and isolation measures established by the current circulars of the Italian Ministry of Health;
- access to university spaces for workers who have tested positive for Covid-19 infection must be in compliance with the quarantine and isolation measures established by the current circulars of the Italian Ministry of Health;
- the legal regulations, as well as all precautionary and preventive measures dictated by State Authorities, as well as that which has been prepared by the University must be fully observed;
- any and all further measures and rules adopted by specific buildings must be fully observed;
- social distancing of at least 1 meter is recommended with respect to the entrance and exit of each building (when the structural-logistical conditions of the buildings allow for it) and any form of gathering must be avoided. Complex building with more than one access location should indicate the route of each entrance and exit.

## Information

Through numerous and varied appropriate methods, the University has informed all employees, as well as those who have access to University buildings, about the provisions put into place by State Authorities by posting leaflets and visual guides on personal behavioral procedures at each entrance in the fight against COVID-19, see the following link [www.unipd.it/nuovo-coronavirus](http://www.unipd.it/nuovo-coronavirus).

In addition, the University shall publish a declaration confirming the number of positive cases certified by the health authorities in all locations where sanitization procedures are performed.

## Conventions, congresses, seminars, ceremonies and events

Conferences, congresses and similar events are allowed, according to the provisions set out in the "Guidelines for the resumption of economic and social activities" in force and included in the document "Prevention and containment measures for the resumption of the activities of conferences, congresses, events, corporate conventions and similar events" of the University, published on the page [www.unipd.it/linee-guida-ripresa-attivita](http://www.unipd.it/linee-guida-ripresa-attivita).

As of August 6, 2021, access is allowed under the provisions set forth in art. 3 D.L. 23/07/2021 no. 105 on the subject of "COVID-19 Green Certifications", exclusively to those holding a COVID-19 green certification or those holding a medical exemption certification outlined by the circular of the Italian Ministry of Health.

Public ceremonies are held in compliance with the protocols and guidelines by providing suitable measures to prevent gatherings.

In particular, for the activities mentioned above it must:

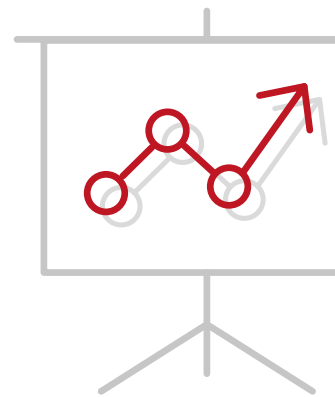
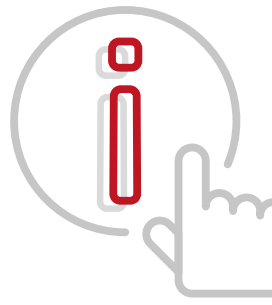
- guarantee compliance with the social distancing of at least 1 meter and in compliance with hygiene measures
- mandatory mask wearing
- guarantee adequate ventilation of the premises, through the opening of the windows, if the external weather conditions allow it
- maintain all attendance lists for a minimum of 14 days

It is recommended that during each activity, and among the staff on duty, there are "Emergency first aid and firefighters" or staff of the "Safety and event management teams" available on the premise.

## Work meetings and collegial bodies

In-person meetings, including those of the collegiate bodies, and seminars can be carrying out under the following conditions:

- it is recommended that social distancing of at least 1 meter be respected and compliance with hygiene measures is guaranteed, unless the structural-logistical conditions of the buildings do not allow it



- disposable mask must always be worn
- all participants must be in possession and will be required to show a valid COVID-19 Green Certificate or a COVID-19 medical exemption certification upon request.

## Teaching

Decree law of August 6, 2021, n. 111 containing "The urgent measures for safe schools, universities, social and transportation activities". The decree establishes the measures are in place as of September 1, 2021, for university staff (teachers, technicians, administrators and other staff, however named) during the 2021/2022 academic year for university teaching and curricular activities carried out in person.

University students must possess and are required to show a valid COVID-19 Green Certificate or a COVID-10 medical exemption certificate upon request. Students are also required to complete the electronic self-certificate to access to university buildings in advance. Verifications of COVID-19 Green Certificates are performed at random.

Social distancing of at least one meter in all classrooms is recommended, unless the structural-logistical conditions of the buildings prevents it.

Evaluations completed of all educational building ensure that the flow of traffic at each entry and exit route prevents gatherings by posting specific and dedicated informational signage.

In connection with the EasyBadge software, tracking student attendance with OrariUnipd App will allow rapid identification of contacts within University classrooms and in the event of any critical issues regarding courses. The App tracks classroom attendance and assigned seating locations of each student.

Students must register for the App and all educators are required to submit the attendance sheet at the beginning of each lesson.

Indications for carrying out written exams, oral exams, graduation ceremonies, proofreading of thesis or dissertation papers, third party management during exams, laboratory practical exams, and outside academic excursions are subject to specific guidelines.

Students must adhere to wearing a mask correctly while inside buildings and classrooms. Educators are not required to wear a mask during lessons if the distance between themselves and students can guarantee a space of at least two metres from one another. For ventilation purposes, windows must remain open between lessons.

For ventilation purposes, windows must remain open between lessons.

Classrooms are cleaned and disinfected daily. The teaching station in all classrooms are equipped with disinfection solution for desks, chairs, shared use devices and equipment.



## Cleaning

The University ensures the daily cleaning of all premises, areas, workplaces, and common spaces in accordance with the provisions of the “Operating instructions for health protection in non-health related workplaces” by the Italian National Institute of Health (ISS) and the Veneto Region.

In the event that a person who has been on the University premises has tested positive for COVID-19, the premises is sanitized. Sanitation procedure are according to the provisions of the Italian Ministry of Health stated in the "Operating procedure for the management of the health emergency in the case of personnel or students who have contracted the infection from Sars-Cov-2 ", Prot. No. 429201 of October 26, 2020.

Building Managers can send any requests to the Office of Goods and Services Management via mail at [gestionebeniservizi@unipd.it](mailto:gestionebeniservizi@unipd.it) or by requesting a ticket voucher, or by calling +39 049 827 3751 / 3985.

The cleanliness of all rooms and the maintenance of all facilities is ensured by the central or structural offices that manage their respective contracts.

Periodic natural ventilation is recommended in indoor spaces.



## Personal protective measures

Strict compliance with the prescribed personal hygiene precautions is mandatory.

Frequent hand washing with soap and water or alcohol-based hand sanitizer is highly recommended.

The University guarantees access to premises that host sinks equipped with running water, soap, and drying methods, ensuring compliance with the guide to personal hygiene measures set by the Italian Ministry of Health and the Higher Institute of Health.

Procedures for proper hand washing and drying are made available at the following link [www.unipd.it/nuovo-coronavirus](http://www.unipd.it/nuovo-coronavirus) and must be visibly posted inside every workplace and inside every restroom.

Alcohol-based hand sanitizers (with at least 70% alcohol) must be available to all employees and can be requested to the Office of Goods and Services Management.

Hand soap must be accessible to everyone through specific, visible, and recognizable dispensers.



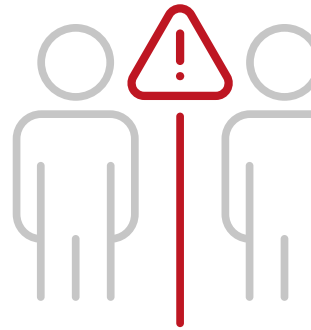
## Physical distancing

It is recommended to respect social distancing of at least one meter in all University spaces, unless the structural-logistical conditions of the buildings prevents it.

Any gathering and crowding of persons within the workplace and relevant common areas is prohibited.

The organization and articulation of work must be redefined in compliance with physical distancing. This can be accomplished by reducing the number of persons simultaneously present in the workplace and through flexibility of schedules, to limit the number of persons congregating at entrances and exits at any one time.

To ensure physical distancing, organizational measures for the remodeling or retrofitting of office space and workstations must be put into place. The use of elevators is not recommended.



## Personal Protective Equipment (PPE)

Mask wearing is obligated in all workplace areas and the external spaces that are associated to the University, including where people are to stay in the same room and in common areas, regardless of physical distancing, mask will be made available by the University.

Those who are responsible for or those who supervise teaching and research in laboratories must provide the necessary support to check the compliance with all hygiene and employees' behavior rules.



## Management of common spaces and congregate settings

Accessing common areas are subject to the methods described in the previous points. Masks must be worn in all common areas include snack bars, food and beverage vending machines, and changing rooms. Social distancing of at least 1 meter is recommended, unless the structural-logistic conditions of builds do not allow for it. Frequent ventilation of such areas should be practiced where possible.

Before and after the use of vending machines, the use of hand sanitizers is mandatory.

Selection menus on vending machines, door handles, handrails, and access doors to buildings are guaranteed to be cleaned daily with the use of special detergents.

Common spaces within restrooms must adhere to social distance of at least 1 meter, unless the structural-logistic conditions of builds do not allow for it, while wait to use the services or while washing and drying of hands.



## Health surveillance

### a. Communicating with the health authorities of a confirm case:

**In the workplace.** Should a confirmed COVID-19 case occur in the workplace, the University will follow the procedures to contain the epidemic. The Preventive Medicine Services and the University building of where the confirmed case frequents must collaborate with the Health Authorities to define and track any close contacts. In accordance with the provisions set out in the "Operating procedures for the management of the health emergency in the case of personnel or students who have contracted the infection from Sars-Cov-2 ", Prot. No. 429201 of October 26, 2020 ([www.unipd.it/coronavirusprotocollo-contrasto-contrasto](http://www.unipd.it/coronavirusprotocollo-contrasto-contrasto)) in the **General Protocols for Operational Measures**.

The treatment of close contacts are defined by the health protocol of the regional health system.

Classrooms frequented by a student who had test positive are sanitized. The attendance tracking service app allows for the immediate identification of close contacts, in accordance with the "Operating procedures for the management of the health emergency in the case of staff or student who has contracted the infection from Sars-Cov-2 ", Prot. No. 429201 of October 26, 2020 ([www.unipd.it/coronavirusprotocollo-contrasto-contrasto](http://www.unipd.it/coronavirusprotocollo-contrasto-contrasto)) in the **General Protocols for Operational Measures**.

### b. Measure for when symptoms begin to manifest while working in University structures:

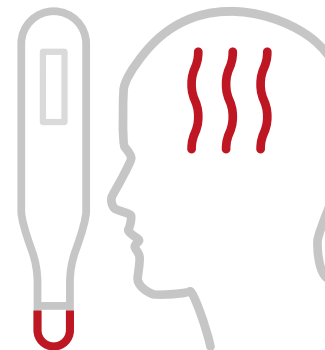
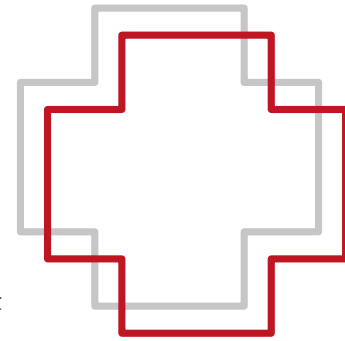
In the event that a person on University property is in need of help, first aid workers must wear PPE immediately (as per instructions in the next section), and have the person in need of assistance wearing a surgical mask (if they are not already wearing it). A call must then be placed to 118 and all other persons and employees on site are to be removed from the premises. Immediately following such an occurrence, the Preventive Medicine Service must be contacted.

The University has provided first aid workers with PPE kits (FFP2 masks, protective glasses, and disposable gloves) that are to be used in case of first aid interventions that include the possibility of biological contamination. The University has also established a procedure (*Istruzione Operativa: DPI per Addetti al Primo Soccorso*) instructing for the correct use of Personal Protective Equipment – PPE. The procedure is made available at [www.unipd.it/nuovo-coronavirus](http://www.unipd.it/nuovo-coronavirus).

The University will follow the procedures in place for the containment of the epidemic should a case of a person testing positive for COVID-19 be found within its facilities.

The University has prepared an operating procedure for the management of the health emergency in case of personnel infected with the virus ("*Procedura operativa per la gestione dell'emergenza sanitaria in caso di personale che abbia contratto il contagio*"), which is made available at [www.unipd.it/circolari-coronavirus](http://www.unipd.it/circolari-coronavirus).

The Preventive Medicine Service and the Facility where the person who has tested positive for COVID-19 was found must collaborate with the Health Authorities to



define with whom they have been in “close contact” with. During such investigation, the University may ask close contacts to leave the building as a precaution, as indicated by the Health Authority.

## Complying with the measures

The managers, supervisors, and those responsible for laboratories are entrusted with the task of ensuring compliance with the requirements in accordance with the provisions of the general safety regulations. Please consult the **Management System for Health and Safety at Work** document for more details regarding level of management and responsibility.

The verification of green certifications by the University is carried out through the provisions of Legislative Decree no. 111 of August 6, 2021 as well as the provisions of Legislative Decree no. 122 of September 10, 2021 (until 31 December 2021). Failure to comply with the provisions regarding the use of COVID-19 Green Certificates by University staff are subject to an unjustified absence, whereas from the fifth day of their absence, their employment relationship is suspended and financial or other remunerations are withheld.

Failure to comply with the health security measures constitutes a disciplinary offense in the same way as the provisions of the employee code of conduct.

The student's failure to comply with the health security measures constitutes an offense punishable under the student career regulation.

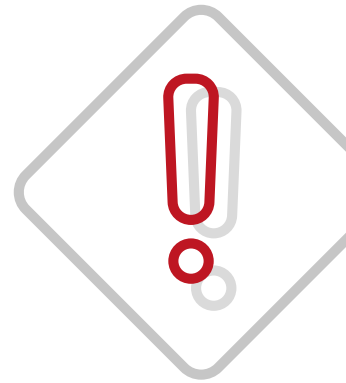
## Attachments

- Self-certification for access to University buildings (Attachment A)

The new procedure automatically providing the self-certification for accessing University buildings for staff can be accessed by using their SSO credentials on the dedicated section available from the University website.

The self-certification access form for students also includes all relative safety information and is available at the following link <https://accessostrutture.unipd.it/greenpass2021/create>

- Personal protective measures against coronavirus (Attachment 1)
- How to wash hands with soap and water (Attachment 1)
- How to rub hands with hand sanitizer (Attachment 1)



# Specific Measures

## Libraries

The library premises must always be in compliance with the security measures set forth by the University's document "Protocol for the Control and Containment of SARS-CoV-2".

Access to libraries for study activities and consultation of texts are only available through the on-line booking section of the Affluences App, in order to ensure the recommended social distancing measures of at least 1 meter per person, unless the structural conditions of the building do not allow for it.

Days, hours and methods of opening of individual libraries are available on the websites of each library.

As of September 1, 2021, access is permitted in accordance to the provisions of art. 3 D.L. 23/07/2021 n. 105, the D.L. 06/08/2021 n. 111, and the D.L. 10/09/2021 no. 122, only to holders of a COVID-19 Green Certifications or medical exemption certification outlined by the circular of the Italian Ministry of Health.

The University shall equip each premises with additional devices relating to specific library activities. Including protective barriers for counters while ensuring sufficient ventilation, disposable gloves to staff for the checking out and returning books as well as all other operations. Staff and library users should frequently sanitize their hands with the sanitizing solutions made available.

Books that have been returned are stored in special and separated areas for a period of 48 hours before being made available again for consultation and lending.

Access to the consultation rooms is allowed, users of consultation rooms are subject to hand sanitation and the recommendation to respect social distancing of at least one meter, unless the structural logistics of the building do not allow for it.

Wearing a mask remains mandatory.

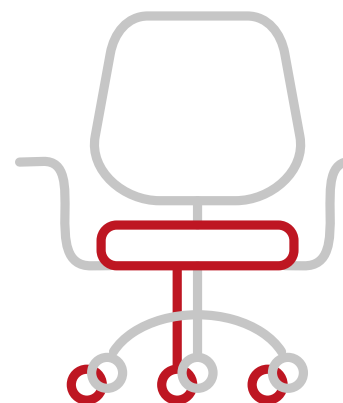
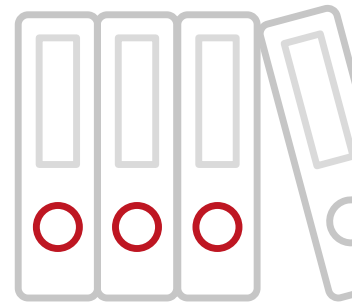
Library back office activities shall follow the same regulations foreseen in the following section "Offices accessible by the public".

## Offices accessible by the public

Offices with counters open to the public must follow the guidelines of the Veneto Region, insofar as they are compatible.

Those working in area open to the public must maintain all safety measures indicated in this document. . Respecting social distancing of at least one meter is recommended (unless the structural-logistical conditions of the buildings prevents it) and the use of a mask remains mandatory.

The University has installed protective barriers for counters with sufficient ventilation.



Disposable visors and gloves will be available to staff when handling paper forms. All other operational staff and users must disinfect their hands with the sanitizing solutions presented. For the back office activities with branches open to the public, please see the regulations listed under Offices and workspaces.

## Offices and workspaces

It is recommended to respect social distancing of at least one meter (unless the structural-logistical conditions of the buildings does not allow for it) in all offices and workspaces. Disposable masks must be worn when more than one person is present in the office and avoided any form of gathering.

Maintain good hand hygiene with soap and water or hand sanitizer before and after using shared equipment (printers, shared workstations, paper or shared stationery material) is highly recommended.

Access to other offices must be reduced to essential workers and communication via telephone or through other form of electronic communication is preferred. The reception services of the public and front office activities (where necessary) must be carried out as much as possible through online booking.

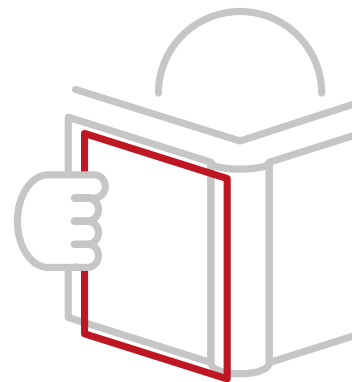
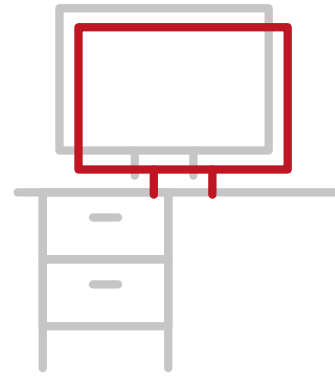
Organizing and limited number of appointments on each premises must allow for easy access from the outside and provide, where possible, the installation of dividing barriers.

## Study rooms

Study rooms are accessible to those under the following conditions:

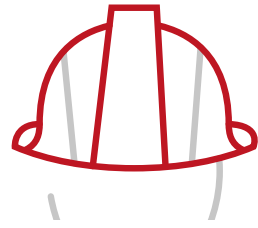
- the possession of a valid green COVID-19 Green Certificate or medical exemption certification issued according to the procedures established by the Italian Ministry of Health
- the number of seats available must be limited so that each seat is at least 1 metre apart from one another, unless the structural-logistical conditions of the buildings prevents it
- the study rooms must have windows to allow frequent ventilation
- the study rooms must be equipped with devices with hand sanitizer which are to be used when entering the room
- different routes to enter and exit the study rooms must be ensured
- the study rooms must be equipped with special signs, information on personal hygiene and behaviour measures
- periodic inspection services must be provided
- tudents must fill in the Study Room Attendance Register (information must be kept for at least 14 days from the date of attendance).

Mask must be worn at all times while inside study rooms, and any activity other than studying is forbidden.



## On-site inspections

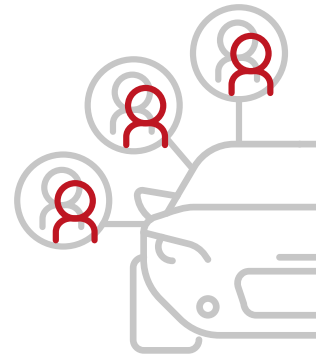
Inspections may be needed for construction site and contract service verification, and IT assistance. Physical distancing must be observed, disposable mask and gloves must be used (where necessary), including higher protection PPE when specific activities are to be carried out.



## Sharing cars

When using the company car, the following ISS guidelines must apply. In particular:

- always wash your hands after driving or being inside a vehicle and do not touch your eyes, nose, and mouth;
- the use of masks is not necessary when travelling alone, but it becomes necessary when travelling with other people;
- clean all surfaces that may have been touched by other people with alcohol-based products;
- have the air conditioner filters checked periodically.



## Laboratories and workshops

Social distancing of at least 1 meter is recommended for laboratory and workshop (unless the structural-logistical conditions of the buildings does not allow for it) spaces, disposable masks must be worn, and all forms of gathering are to be avoided.

Laboratories use allows research activities to be carried out by teachers, researchers, scholarship holders, PhD students, research fellows, postgraduate students, contractors, graduates, trainees and students working on their thesis. Basic procedures are indicated in document entitled, “The technical document on the possible changes of the measures to contain the spread of SARS-CoV-2 in the workplace and prevention strategies” published by the National Institute for Insurance Against Workplace Accidents (INAIL). Each University building has adopted such procedures as part of the actions in this Protocol and through ad hoc regulation defining the application methods in greater detail in relation to the specific logistical and organizational characteristics of each building.

Frequent acts of ventilation of the premises are required.

At the end of the working day, all surfaces of counters and desks must be cleaned and disinfected with a solution of 70% ethanol. All paper or similar items that may cover a space must be removed from the work surface.

Disinfections with a solution of 70% ethanol must be used on surfaces subject to repeated and continuous contacts such as handles of doors, windows, refrigerators, incubators, external glass of the hoods, eyepieces of the microscopes, instrument keyboards, computer keyboards and computer mice. COVID-19 “anti-contagion” devices can be replaced by higher protection PPE for specific activities.





Access to the changing rooms is contingent upon the continuous ventilation of the premises while maintaining required physical distance of 1 meter.

### **Agronomic Activities Agricultural Agency, the Agripolis Campus and Botanical Garden**

Access to the changing rooms is permitted and social distancing of at least 1 meter is recommended (unless the structural-logistical conditions of the buildings does not allow for it) and the limiting of persons allowed inside at the same time.

The organization of the spaces and the sanitation of the changing rooms must be provided for the storage of work clothes of cleaning staff, guaranteeing them suitable hygienic conditions.

Cleaning and disinfecting with a solution of 70% ethanol is required of all equipment and items that are subject to repeated and regular contact.

### **Animal facilities and shelters**

Facilities using animals for scientific purposes (pursuant to Legislative Decree 26/2014), as well as animal shelters for zootechnical purposes, must adhere to the same procedural indications of laboratories.

Direct contact with animals by multiple operators, researchers, animal care workers, veterinary doctors must be limited as much as possible and in compliance with the success of the activity itself and the respect for animal welfare.

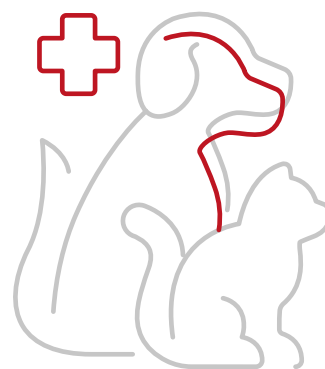
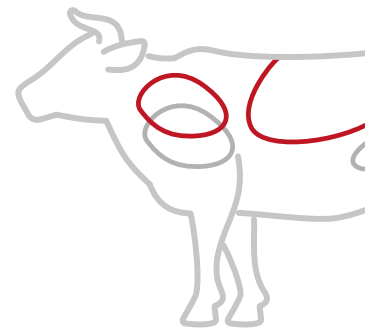
### **Veterinary Teaching Hospital (OVUD), and Veterinary Anatomical Pathology and General Pathology rooms**

Access to OVUD by guests and patients is preferably taken by reservation to minimize the number of persons in the waiting room and social distancing of at least 1 meter is recommended, unless the structural-logistical conditions of the buildings does not allow for it.

The medical, diagnostic, and disposable procedures will be conducted by veterinarians and veterinary technical assistants in compliance with the same spacing procedures and with use of PPE. Repeated ventilation of the premises at the end of each procedure and the disinfection of contacted elements by veterinary technical assistants and supervisors must be applied.

The clinical management of animals suspected to test positive for COVID-19 must comply with the provisions issued by the ISS in the document (ISS Report -COVID-19: Companion Animals and SARS-CoV-2 updated on April 19, 2020), which will be made available to all staff by the Health Department via e-mail.

The same procedures outlined above also apply to the emergency and night emergency building and to the premises of the Equine Fertilization Center.





For Veterinary Anatomical Pathology and General Pathology rooms and for adjacent rooms, the same procedures apply as for laboratories; in the case of a corpse of a suspect positive COVID animal, it is mandatory to comply with the provisions issued by the ISS in the document above.

### **Other activities/facilities open to the public**

For other activities/facilities open to the public, please refer to the safety guidelines issued by the Veneto Region. Protocols are drawn up for the restarting of specific activities of the University, in compliance with the provisions to prevent and fight against the spread of Coronavirus, (e.g. The Botanical Garden and Villa Bolasco, Unipd Store, Concorsi exams, competition tests, guided tours of Palazzo Bo, holding of conferences, congresses, events, etc.). Such guidelines are available at [www.unipd.it/linee-guida-ripresa-attivita](http://www.unipd.it/linee-guida-ripresa-attivita).

Similarly to the section "Conferences, congresses, seminars, ceremonies and events", and in the paragraph under "Libraries" access to shows, exhibitions and museums, institutes, places of culture and public competitions are permitted starting from August 6, 2021, according to the provisions of art. 3 D.L. 23/07/2021 n. 105 under the subject "Impiego certificazioni verdi COVID-19 (Use of COVID-19 Green Certifications)", exclusively to subjects with one of the COVID-19 green certifications or medical certification certifying the exemption, drawn up in accordance with the provisions of the circular of the Italian Ministry of Health

### **Activities with the regional health service**

Activities with the regional health service agree to follow the safety rules indicated by the health institutions where the activity under the agreement is carried out.



## Self-certification for access to University buildings

I, the undersigned \_\_\_\_\_

Tax Identification number (Codice Fiscale): \_\_\_\_\_

Born on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of birth \_\_\_\_\_ (\_\_\_\_)

Local residence \_\_\_\_\_ (\_\_\_\_) via \_\_\_\_\_ no. \_\_\_\_\_

Unipd employ no. \_\_\_\_\_ Building work location \_\_\_\_\_

\_\_\_\_\_ address \_\_\_\_\_

☐ external guest and name of agency \_\_\_\_\_

CF: \_\_\_\_\_ VAT id number \_\_\_\_\_

☐ Other (please specify) \_\_\_\_\_

### Declaring that:

1. I will access University property on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ or from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ until \_\_\_\_ / \_\_\_\_ / \_\_\_\_.
2. I am aware of the containment measures of the COVID-19 virus currently in force, as well as the related criminal sanctions, including those for false declarations.
3. I am aware that it is mandatory to use respiratory protection devices, except for children under the age of six, those with pathologies or disabilities incompatible with the use of the aforementioned device, and for carrying out sports activities.
4. I am aware that it is forbidden to enter or remain on any University premises for subjects with respiratory symptoms or body temperature above 37.5°.
5. I am aware that access to University spaces precludes those who have had contact with subjects who tested positive for SARS-CoV-2 in compliance with the quarantine and isolation measures established by the current circulars of the Ministry of Health.
6. I am aware that access to University spaces for those who have tested positive for Covid-19 infection must take place in compliance with the quarantine and isolation measures established by the current circulars of the Ministry of Health.
7. I have read and agree to comply with the provisions contained in the Protocols for the Control and Containment of SARS-CoV-2 and its following attachments present at the Link <https://www.unipd.it/coronavirus-updates>.
8. I am aware that this declaration to access University property automatically expires and without notice when my Covid-19 Green Certification (or medical certificate of exemption) expires. I am aware that I can complete a new declaration to access University property when I receive my updated Covid-19 Green Certificate.

### Also declaring that:

9. I am in possession of a valid Covid-19 Green Certificate dated to expire on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and I am aware that I am required to show it upon request.

(or)

10. I am in possession of, and may be required to show my COVID 19 Vaccine Medical Exemption Certificate issued in accordance with the procedures provided for in the circular of the Italian Ministry of Health that expires on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ along with a valid identification card.

(or)

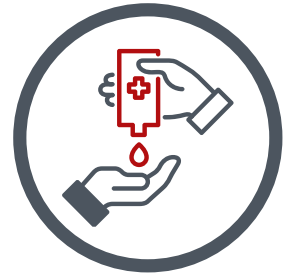
11. I am in possession of the COVID-19 Green Certification but I am not willing to provide information about its expiration date. Therefore, I must show this documentation each time I access a university facility along with a valid identification card.

This declaration of access expires on the date of expiry or loss of validity of the documents referred to in points 9, 10, and 11 (or on December 31, 2021).

Date \_\_\_\_\_

Signature \_\_\_\_\_

# Protective Hygienic Measures Against the Spread of **CORONAVIRUS**



WASH YOUR HANDS FREQUENTLY  
WITH SOAP & WATER OR USE AN  
ALCOHOL-BASED GEL HAND SANITIZER



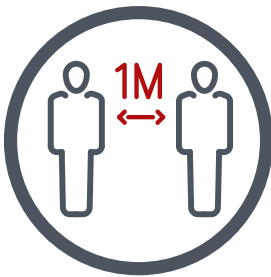
WEAR A FACE MASK



AVOID TOUCHING YOUR EYES,  
NOSE, AND MOUTH WITH YOUR HANDS



COVER NOSE AND MOUTH WITH  
A TISSUE WHEN YOU SNEEZE OR COUGH



SOCIAL DISTANCING, MAINTAIN  
AT LEAST 1-METER DISTANCE  
BETWEEN OTHERS



IT IS NOT ADVISED  
TO USE ELEVATORS



AVOID SHAKING  
HANDS OR HUGGING



WASH SURFACES WITH ALCOHOL  
OR CHLORINE BASED DISINFECTANT



AVOID SHARING  
CUPS OR BOTTLES



DO NOT TAKE ANTIVIRAL  
OR ANTIBIOTIC MEDICINES  
IF NOT PRESCRIBED BY YOUR DOCTOR

AVOID CLOSE CONTACT WITH PEOPLE WHO SUFFER FROM ACUTE RESPIRATORY INFECTIONS

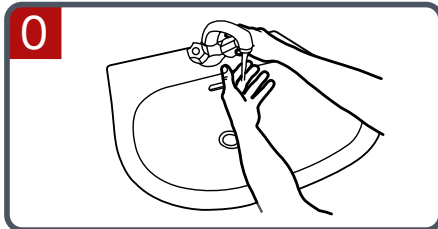
Stay home if you have any flu-like symptoms, do not go to the emergency room, rather contact your doctor or call the toll-free Veneto Region medical emergency number **800 462 340**, or the public number **1500**.

# HOW TO HANDWASH?

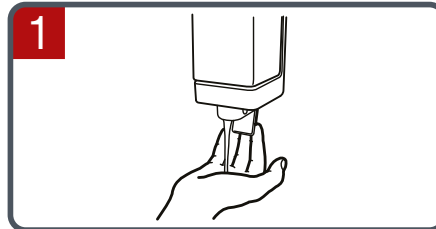
Wash hands when visibly soiled!  
Otherwise, use handrub



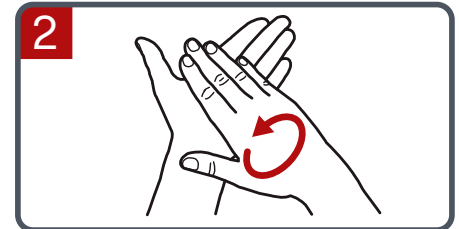
**DURATION OF THE ENTIRE PROCEDURE:**  
40-60 SECONDS



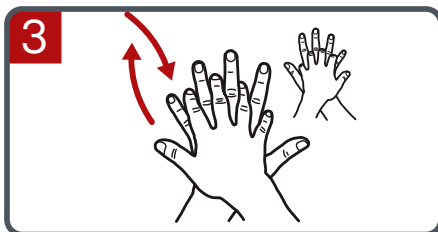
**WET HANDS WITH WATER**



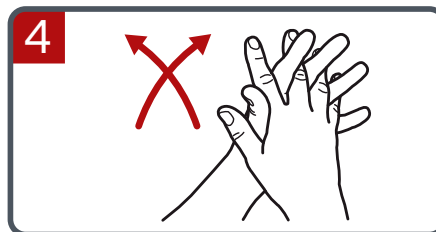
**APPLY ENOUGH SOAP TO COVER  
ALL HAND SURFACES**



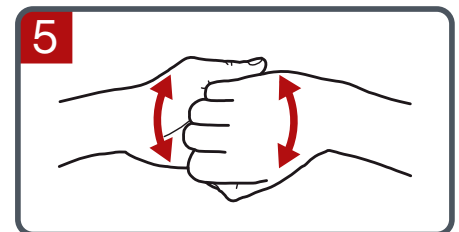
**RUB HANDS PALM TO PALM**



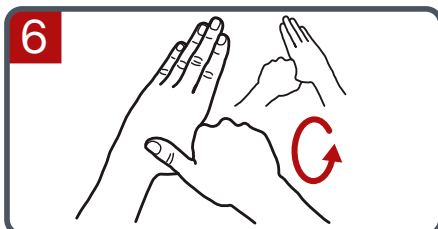
**RIGHT PALM OVER LEFT DORSUM WITH  
INTERLACED FINGERS AND VICE VERSA**



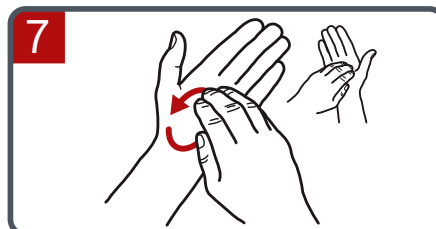
**PALM TO PALM WITH FINGERS  
INTERLACED**



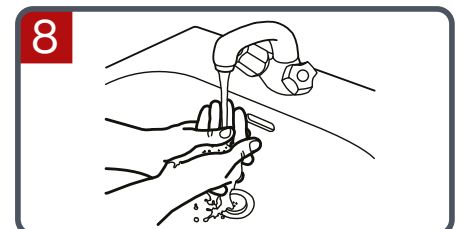
**BACKS OF FINGERS TO OPPOSING  
PALMS WITH FINGERS INTERLOCKED**



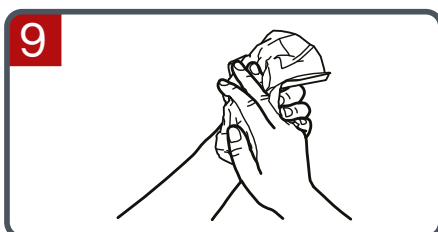
**ROTATIONAL RUBBING OF LEFT THUMB  
CLASPED IN RIGHT PALM  
AND VICE VERSA**



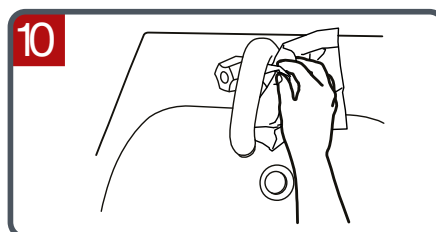
**ROTATIONAL RUBBING, BACKWARDS  
AND FORWARDS WITH CLASPED FINGERS  
OF RIGHT HAND IN LEFT PALM  
AND VICE VERSA**



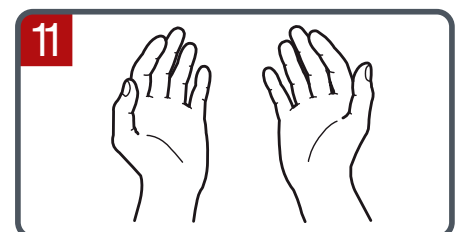
**RINSE HANDS WITH WATER**



**DRY HANDS THOROUGHLY WITH  
A SINGLE USE TOWEL**



**USE TOWEL TO TURN OFF FAUCET**



**YOUR HANDS ARE NOW SAFE**

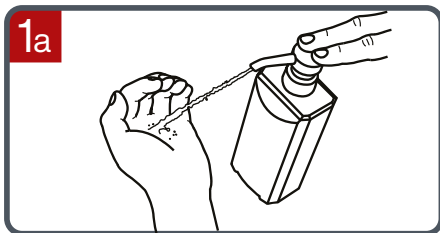
Source: World Health Organization

# HOW TO HANDRUB?

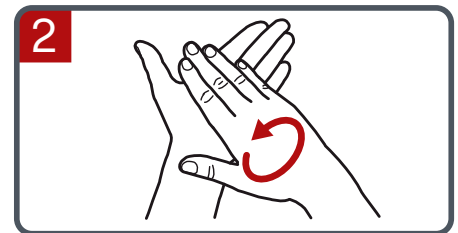
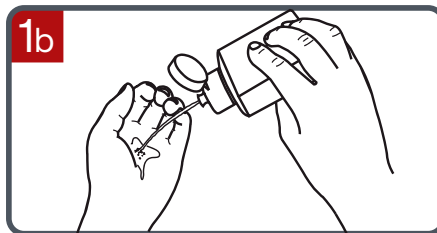
Rub hands for hand hygiene!  
Wash hands when visibly soiled!



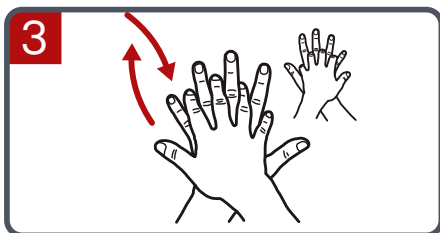
DURATION OF THE ENTIRE PROCEDURE: 20-30 SECONDS



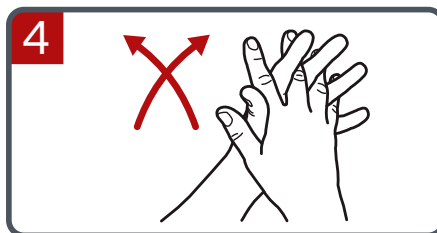
APPLY A PALMFUL OF THE PRODUCT IN A CUPPED HAND, COVERING ALL SURFACES



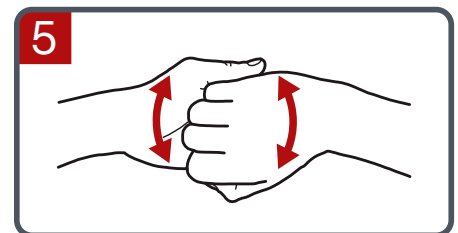
RUB HANDS  
PALM TO PALM



RIGHT PALM OVER LEFT DORSUM WITH  
INTERLACED FINGERS AND VICE VERSA



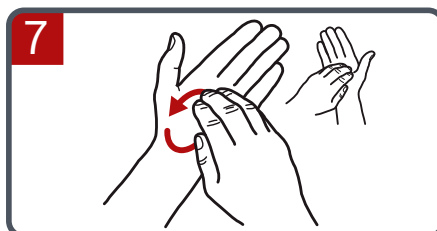
PALM TO PALM WITH FINGERS  
INTERLACED



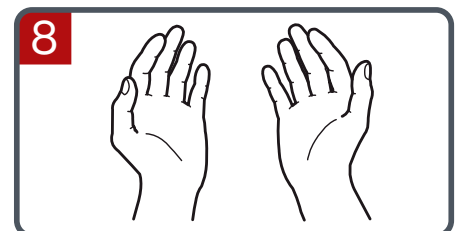
BACKS OF FINGERS TO OPPOSING  
PALMS WITH FINGERS INTERLOCKED



ROTATIONAL RUBBING OF LEFT THUMB  
CLASPED IN RIGHT PALM  
AND VICE VERSA



ROTATIONAL RUBBING, BACKWARDS  
AND FORWARDS WITH CLASPED FINGERS  
OF RIGHT HAND IN LEFT PALM  
AND VICE VERSA



ONCE DRY,  
YOUR HANDS ARE SAFE

Source: World Health Organization

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# Student guidelines for the return of in-person teaching activities

**(Effective from september 1 to december 31, 2021)**

## The resumption of educational activities

During the session of August 5, 2021, The Council of Ministers approved the Law Decree (DL August 6, 2021, n.111), which contains "The urgent measures for the safety of educational activities with regards to universities and transportation", which shall take into effect and remain valid from **September 1 until December 31, 2021**.

Based on the indications contained in this decree, the University has begun organizing the resumption of the educational activities of the first semester of the 2021/2022 academic year. The aim is to guarantee that students will be able to return to the classroom while guaranteeing the safety and health of everyone.

Permission to access classrooms and University spaces (laboratories, libraries, study rooms, offices, departments, etc.) is restricted only to those in possession of a valid COVID 19 Green Certification (Green Pass)<sup>1</sup>, or a Certificate of Medical Exemption for COVID-19 Immunization issued by the provisions contained in the August 4, 2021 circular of the Italian Ministry of Health.

Mask wearing shall remain obligated in all university environments, except for those holding a medical certification due to pathological incompatibility.

It is prohibited to access University facilities for those with respiratory symptoms and a body temperature reading above 37.5°C (99.5°F). Maintaining a social distancing of at least 1 meter inside the buildings is recommended unless the logistical conditions of the buildings and premises does not allow it. Students should sit in assigned classroom seats, unless the number of students do not allow it, in which case, it is possible to use other seating.

Such as last year, all students must fill in an "Access Declaration Form (dichiarazione di accesso)" before entering university property. The declaration form and other important

<sup>1</sup> The COVID 19 Certification attests the occurrence of one of the situations listed below:

- Having had the COVID-19 vaccination. In case of one administration out of the two planned, the Green Pass may be requested but will be valid until the second dose. At that point, a second certificate will be issued.
- Be negative on the rapid molecular or antigen test within the past 48 hours. The test must be performed by an authorized center, and registered on the centralized platform.
- Be cured of COVID-19 within the past six months and must be certified

information related to safety will be available **starting September 13, 2021**, at the following link, <https://accessostrutture.unipd.it>.

## Procedures for carrying out educational activities

Until December 31, 2021, all educational activities held during the first semester, first quarter, and annual courses of the 2021/2022 academic year, for all degree courses, master's degree courses and single-cycle master's degree courses of the University shall be carried out in the following manner:

- a. All classroom courses will be delivered in-person and online simultaneously; teachers can recording lessons held in dual-mode using University platforms
- b. Courses of experiential learning (for example workshops, exercises, and other experiential activities) will only be held in person.

Shift rotations are not expected to be implemented.



The rules of health and safety regulations must be followed during all lessons.

Student attendance must be taken and tracked using the OrariUnipd app.

According to Law Decree no. 111 of August 6, 2021, access to the classrooms is allowed only to those in possession of the Green Pass or Certificate of Medical Exemption for COVID-19 Immunization. Students wishing to access University facilities are required, upon request, to show a Green Pass to a staff member in charge of random checks by the University. As per ministerial indications, access University buildings includes random checks during the period indicated to verify the possession of a COVID19 green certification or Certificate of Medical Exemption for COVID-19 Immunization. As such, students are obliged to show their certification. Students who fail to show a valid certificate will be denied access to the buildings. Sanctions are provided for in Article 4 of Legislative Decree no. 19, including the amendments in the May 22, 2020 Law no. 35<sup>2</sup>.

<sup>2</sup> No.19 Art. 4 of Law Decree of March 25, 2020: "Unless the fact constitutes a crime, failure to comply with the containment measures referred to in Article 1, paragraph 2, identified and applied with the measures adopted pursuant to Article 2, paragraphs 1 and 2, or article 3, is punished with the administrative sanction of the payment of a sum from € 400 to € 1000 and the contraventions envisaged by article 650 of the criminal code or by any other provision of law conferring powers for reasons are not applied, of health, referred to in article 3, paragraph 3. If failure to comply with the aforementioned measures occurs through the use of a vehicle, the penalty envisaged in the first period is increased up to one third".

## Procedures for carrying out exams

Starting September 1, 2021, all exams (including those for the 2020/2021 autumn session) will be held in person and will be planned and organized in order to ensure compliance with health and safety regulations. Students enrolled in the lists of examiners and present in university structures are required, upon request, to show a valid Green Pass or Certificate of Medical Exemption for COVID-19 Immunization, to the educator carrying out the check at random through the "VerificaC19" App., which is downloadable on all mobile devices.

Online written exams sessions may only be held if the number of students does not allow for it to be held in person due to the unavailability of classroom.

Online exam sessions are guaranteed, upon justified request, for students in isolation, students under quarantine, international students, students coming from Regions or areas that national or local legislation have restricted travel, and for students with particular certified medical conditions that require increased safety conditions.

The University has therefore prepared a new form where students can self-certify the condition of objective impossibility to participate in in-person exams; the form is available at the following address: <https://www.unipd.it/coronavirus>.

Failure to possess the Green Pass is not considered a valid reason for submitting a request to take an exam online.

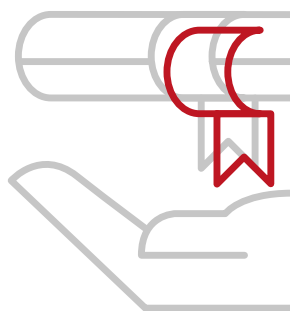
## Procedures for carrying out graduation ceremonies

Graduation ceremonies for the autumn session will be held in person and shall be organized in order to respect the security protocols related to the COVID - 19 emergency.

Specific arrangements for organizing graduation ceremonies, including the maximum number of participants allowed, will be defined by each educational structure. Students will be given all the necessary information by each relative structure.

Once more, according to Law Decree no. 111 of August 6, 2021, access to classrooms for graduation ceremonies is only permitted to those (students and their families) in possession of a Green Pass or Certificate of Medical Exemption for COVID-19 Immunization. The personnel identified by each structure will carry out the verification of documents.

Online graduation ceremonies are ensured for students in isolation, students under quarantine, international students, students coming from Regions or areas that national or local legislation have restricted travel, and for students with particular certified medical conditions that require increased safety conditions.





### **Classrooms, study rooms, and libraries**

As with all other University buildings, access to libraries and study rooms will be allowed only to those in possession of a Green Pass or Certificate of Medical Exemption for COVID-19 Immunization. Personnel appointed by the University will carry out sample checks.

